



Civil Service Commission

Monroe County, New York

Jean Carrozzi
Chairperson

Brayton McK. Connard, SPHR
Executive Director

December 06, 2016

DONNA M. DEHMLER
474 MARSH ROAD
PITTSFORD, NY 14534

Dear Candidate:

Congratulations on the successful completion of your civil service examination for **LIBRARY CLERK, LC-1029-16**, with a final score of **100.0**. Your position on the Eligible List at this time is **#34**. The term of the list has been established for one (1) year **effective December 06, 2016**. There is no further review for this examination.

When a vacancy exists, the agency with the vacancy will request our Commission to issue a "Certification of Eligibles". The agency will canvass you, usually by letter. The canvass letter will state the location of the position and any other important information about their position and will request your response by a certain date. If you are interested in being interviewed, you must respond by the date indicated. A late response may remove you from consideration for that particular appointment and failure to respond will make you ineligible for that appointment. You should respond to all canvass letters. You may choose to decline because of salary, location or your temporary inability to accept a position.

Based on the results of the canvass, the agency may appoint any candidate ranked as one of the top three or anyone tied with the third candidate who is willing to accept the position. Do not give notice of resignation to your current employer until you have accepted a formal offer of employment with an agency.

You can view the resulting Eligible List at www.monroecounty.gov/hr/lists or in person in our office. You will see your standing on the list and any activity for that title. Under the "Activity" heading you will find information on agencies that have requested a list of names for possible vacancies and individual responses to any canvasses for that title.

You are required to notify this office in writing of any address change.

Good luck in your effort to secure an appointment. For further information on the Civil Service process, please visit our web-site at www.monroecounty.gov/hr-civilservice.php.

****KEEP THIS LETTER FOR FUTURE REFERENCE****

MONROE COUNTY CIVIL SERVICE COMMISSION